

MISSISSIPPI STATE DEPARTMENT OF HEALTH

ABSTINENCE EDUCATION PROGRAM GRANT APPLICATION REQUEST FOR PROPOSALS (RFP)

Application Issue Date: April 12, 2004
Application Submission Deadline: June 30, 2004

Mississippi State Department of Health
570 E. Woodrow Wilson
P. O. Box 1700
Jackson, MS 39215

MISSISSIPPI STATE DEPARTMENT OF HEALTH

REQUEST FOR PROPOSAL

ABSTINENCE EDUCATION PROGRAM

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Introduction

Goals of Mississippi Abstinence Education Program

The Mississippi Abstinence Education Program (MAEP) goals are to: (1) reduce the rate of pregnancy to adolescents 10-19 years of age, (2) reduce the proportion of adolescents who have engaged in sexual intercourse, (3) reduce the number of youth 10-19 years of age who contract sexually transmitted diseases, (4) reduce the rate of births to females ages 10-19, (5) increase the number of middle school youth participating in an abstinence education program, and (6) establish abstinence education among diverse racial groups (African Americans, American Indians, Asians, Vietnamese and Hispanics).

Purpose

Public Law 104-193, signed into law on August 22, 1996, added a new formula grant program (Sec. 510) to Title V of the Social Security Act. Its purpose was to “enable States to provide abstinence education, and at the option of the State, where appropriate, mentoring, counseling, and adult supervision to promote abstinence from sexual activity, with a focus on those groups which are most likely to bear children out of wedlock.”

The term “abstinence education” means an educational or motivational program which:

- A. Has as its exclusive purpose, teaching the social, psychological, and health gains to be realized by abstaining from sexual activity;
- B. Teaches abstinence from sexual activity outside marriage as the expected standard for all school age children;
- C. Teaches that abstinence from sexual activity is the only certain way to avoid out-of-wedlock pregnancy, sexually transmitted disease, and other associated health problems;
- D. Teaches that a mutually faithful monogamous relationship in the context of marriage is the expected standard of human sexual activity;
- E. Teaches that sexual activity outside of the context of marriage is likely to have harmful psychological and physical effects;
- F. Teaches that bearing children out-of-wedlock is likely to have some harmful consequences for the child, the child’s parents, and society;
- G. Teaches young people how to reject sexual advances and how alcohol and drug use increases vulnerability to sexual advances; and

H. Teaches the importance of attaining self-sufficiency before engaging in sexual activity.

Programs funded under the Section 510 Title V Abstinence Education Program Grant must involve an educational intervention, such as the implementation of an abstinence-**only** education curriculum, and include both males and females. Equal access to abstinence educational opportunities must be available to all persons eligible to participate in the program.

All abstinence education curriculums must be published nationally. All curriculums should be responsive to the eight elements of the Section 510 abstinence education definition, and consistent with any aspect of the definition and approved by the MAEP. In addition to curriculum implementation, other educational interventions that can be funded are adult and peer mentoring, after-school programs, and parent education groups. Interventions must be consistent with the abstinence education definition.

Eligibility Criteria

Community-based organizations, faith-based organizations, and school systems are eligible to apply for these funds. Awards will be made to those organizations/agencies which can most effectively implement an abstinence education program. Programs must demonstrate the capability of providing the proposed services to meet the statutory requirements established under PL. 104-193, Section 510 of Title V of the Social Security Act (Legislative Priorities). The targeted audiences for the abstinence education program are youth 10-19 years of age. Additional points consideration may be given to groups that submit a grant proposal targeting African Americans, American Indians, Asians, Vietnamese, and Hispanic communities. Programs that have previously received Section 510 Title V Abstinence Education Program Grant funding for less than five (5) years may apply for funding under this announcement but are not guaranteed funding.

Proposers, including the parent corporation of any subsidiary corporation submitting an application, must include evidence of financial accountability and stability for the performance of the contract. At a minimum, the proposal must include a recent independent audit or a written statement from a Certified Public Accountant ensuring the proposer's financial status and accounting systems are adequate to safeguard an abstinence education program. **NOTE:** Section 510 Title V Abstinence Education Program Grant funding is for services rendered **only**; not for startup costs.

Proposers must provide a long term plan that addresses program sustainability in the targeted areas once funding is no longer available through MAEP. Programs which have been awarded funding for a consecutive five (5) year period are ineligible to apply for funding under the FY 2005 Program Announcement. Programs which have reached the five (5) year funding threshold from the MAEP must adhere to a two (2) year waiting period before reapplying for funds under the Section 510 Title V Abstinence Education Program Grant.

Funding

Section 510 Title V Abstinence Education Program Grant funds are allocated to provide abstinence education where appropriate mentoring, counseling, and adult supervision may be used to promote abstinence from sexual activity, with special emphasis on groups most likely to bear children out of wedlock. These funds can be used to create new abstinence education programs or to augment existing programs.

Funds will be made available through the MSDH Office of Health Services to support contracts (i.e., grants) under this announcement. Applicants can qualify to receive contractual grant awards not to exceed **\$80,000**. Abstinence Education Program grants are awarded for a defined period of twelve (12) months, to run from October 1 through September 30. Continuous annual funding is not guaranteed. Funding will be based upon grant application scores and recommendations from the grant review committee. Programs that are non compliant with the contract maybe terminated during the 12-month period.

Programs are required to provide a 44% match of the federal dollars awarded. MSDH will reimburse at a rate of 56% for program expenditures. The non federal match must be used solely for abstinence education activities enumerated in the criterion listed for establishing an abstinence education program. The non federal share of the project cost may be provided in cash expenditures, fair market value in-kind contributions, facility usage, equipment, utilities, transportation, and personnel.

Programs with nonprofit status are required to provide a copy of the 501 (c)(3) status. Documentation must be provided that the organization is registered with the Mississippi Secretary of State's Office.

RFP Process

Parties responding to this RFP will be referred to as "proposers." Successful proposers will be awarded funding and referred to as a "sub-grantee."

- A. Cost of Proposal
Cost for developing an abstinence education program proposal is entirely the responsibility of the proposer, and is not reimbursable through the grant.
- B. Transmittal Letter
A transmittal letter must accompany the proposal. The letter must be in the form of a standard business letter and be signed by an individual authorized to legally bind the

proposer. It must describe the proposer's approach to the delivery of service required by the RFP and provide MAEP with a broad explanation of the entire proposal. The letter must list the name of the program and the name, telephone number and fax number of a contact person to answer questions concerning the proposal.

C. Required copies

Proposers are required to submit one complete original proposal and four additional copies of the proposal. The proposal must be typed with double spacing and be no more than 30 pages, excluding appendices, in length. All pages MUST be clearly numbered, on standard size (8 1/2 x 11 inches) paper and be printed on only one side. The original and each copy to the application set should not be bound.

No facsimiles (faxes) will be accepted.

- D. Proposals should be signed by an authorized representative of the proposer. Failure to submit all information requested may result in the proposal being rejected.
- E. Proposers will be required to sign a standard MSDH contract, if their proposal is approved for funding.
- F. Proposals should be submitted to:

Mississippi State Department of Health
Abstinence Education Program
570 E. Woodrow Wilson
P. O. Box 1700
Jackson, MS 39215

or may be delivered to (MS State Department of Health)

Underwood Annex, Suite 107
570 E Woodrow Wilson
Jackson, MS
(601)576-7476

The proposal must be received at the above address/location on or before 5:00 p.m. on **June 30, 2004**. Proposals will be considered as meeting the deadline if they are received on or before the deadline date. Late proposals will be date stamped and returned to the applicant.

NOTICE: PROPOSALS THAT FAIL TO FOLLOW THE INSTRUCTIONS IN THIS

DOCUMENT WILL BE DECLARED INELIGIBLE. It is the proposer's responsibility to submit a correct and complete proposal. No proposal may be revised, amended, or altered once it is received. MSDH reserves the right to negotiate or reject any or all proposals, or cancel this RFP in its entirety. **Submission of an abstinence proposal, indicates the proposer agrees to the terms and conditions of the RFP.**

Electronic Access

Request for Proposal for the Mississippi Abstinence Education Program is available on the MSDH website at: www.msdh.state.ms.us. Click: Health Services→Child and Adolescent Health →Abstinence.

The MAEP Staff is available to provide technical assistance for programs upon request.

Proposal Checklist FY 2005

Submit one original proposal and four copies. Numbered and unbound.
Include the following:

1. ___ Transmittal letter
2. ___ Table of contents for entire application with pages numbered
3. ___ Project abstract (not to exceed two pages)

Application & Budget Information

4. ___ Project narrative (not to exceed 25 pages)
- ___ Budget (required format)
- ___ Budget justification
5. ___ Appendices
- ___ Attachments:
 - ___ Curriculum information
 - ___ Key personnel resumes/biographical sketches (Attach copy of credentials/degree)
 - ___ List of volunteers
 - ___ Job descriptions
 - ___ Organizational chart for abstinence program
 - ___ Organizational chart of parent organization
 - ___ Timeline for program implementation
 - ___ Letters of support
 - ___ Documentation of 501 (c) (3) status
 - ___ Federal Tax ID #
 - ___ The statement of assurance (federal funds are not used for religious purposes)

Requirements for Grant Proposal

Project Abstract

The Project Abstract is to be single spaced with a space between paragraphs/sections (limited to two pages, margins 1 inch at top, bottom, right and left and typeset 12 pitch) and include “Project Identifier” information at the top left margin, followed by the abstract narrative:

Project Identifier Information

Name of Organization

Project Title

Name of Project Director, Project Coordinator and Financial Officer

Contact Person

Address

Telephone, Fax number and E-mail Address

Project Period

Text of Abstract

Justification of Need

Briefly describe the overall purpose of the proposed project. (1) describe the problem with supporting evidence that reflects the magnitude of the problem, (2) provide rationale and evidence supporting the proposed intervention/demonstration, and (3) describe the anticipated outcome(s) in terms of the program goals.

Needs Assessment

Describe needs assessment activities that have been initiated and/or completed to determine the need for the proposed abstinence education. Describe unmet needs, barriers and special problems to be addressed. Identify successful strategies to address the needs, (including the identification of existing community, state, regional and national resources, fiscal, programmatic and formal/informal leadership) to implement the proposed project.

Identification of Target Population

The primary target population for the Section 510 Title V Abstinence Education Program is youth age 10 through 19. Describe your current understanding of the needs, culture(s), special problems and barriers facing the population relative to the issues addressed in the proposal. Identify the anticipated number of participants that will be served by this project. Describe the proposed efforts to include secondary populations, such as parents and peer mentor groups of the targeted adolescents. Identify the location of all training sites.

Goals and Objectives

Identify project goals and objectives which are responsive to the MAEP goals and the legislative priorities. Identify need(s), strengths and resources of the target population. Objectives should be specific, time-framed, measurable, and realistic. Describe the activities to be utilized in accomplishing each objective. Goals and objectives should be outcome-oriented.

Project Methodology

Describe the methodology used to accomplish the specified goals and objectives of the proposed project. Describe in detail the mechanisms to be used, and the specific activities to be conducted. Indicate clearly how these will lead to accomplishment of the intended goals and objectives.

This section of the narrative must clearly describe how the proposed activities meet the legislative priorities of the program. Clearly identify the proposed educational interventions and their responsiveness to the eight elements of the Section 510 abstinence education definition and the MAEP goals. Discuss the selection of the proposed curriculum and how the curriculum addresses the priorities of the legislation.

Collaboration and Coordination

Describe methods of collaboration and coordination efforts with relevant agencies, organizations, public and private providers, consumer groups and other partnerships relevant to the proposed project. This description should include relationships with other community, regional or national entities relevant to the program.

Evaluation

Describe the techniques for tracking program success and evaluation of goals and objectives and the impact the program will have on the teen pregnancy rate, the targeted population and the community. Describe how parental involvement will be maintained throughout this project. Describe how collaborative efforts will be sought and maintained with other programs and agencies. Describe plans for long-term sustainability of the project.

Project Narrative

This segment of the proposal must include the overall abstinence education program plan, implementation and evaluation of the program and organizational structure. The project narrative should not exceed 25 pages.

(a) Program Plan (The proposer should present an overall plan for this project)

Provide an overview of the geographic area and target population to be served.

Identify the number of participants this program will target and the age range.

Describe the need for an abstinence education program in the selected geographic area(s).

Identify the goals of the program and describe the plans to achieve the goals and objectives.

Discuss the time-frame and schedule for program implementation and evaluation.

Explain how this project will impact (1) the teen pregnancy rate, (2) adolescents who have already engaged in sexual activities, (3) out-of-wedlock births among 10-19 year olds and (4) youth who have contracted sexually transmitted diseases.

Provide information on the curriculum to be used by this abstinence education program.

Identify the location(s) where the program will be implemented.

(b) Process for Parental and Community Involvement

Describe the process to inform and garner parental and community involvement in this abstinence education program.

Describe steps that will be taken to provide abstinence presentations to parents of targeted youth participating in the program.

Describe how this program will solicit and maintain participation of parental, family and community involvement.

Describe collaborative efforts to involve key stakeholders.

Describe the outreach activities that will increase community awareness of the abstinence education program.

(c) Evaluation (Give detailed explanations of the evaluation process for this program)

Include a data collection plan that addresses all of the legislative priorities (A-H) and MAEP goals.

Explain the statistical data that will be used to track the success of this program.

Describe internal controls that will be used by the proposer to detect deficiencies in program operation and to implement corrective actions whenever such deviations/deficiencies are discovered and documented.

Explain how partnerships and other community initiatives will be formulated to sustain this program in the future.

(d) Organizational Structure

Describe the administrative and organizational structure by which the program will function. Organizational charts outlining the structure must be included. Explain how the program staff will be supervised and provide job descriptions for all staff funded under the program in the appendices. Job descriptions should include job titles, lines of supervision, responsibilities, educational and experience prerequisites. Describe anticipated contractual agreements funded under the proposed project, including financial and programmatic oversight. Describe how these contracts will be monitored.

Demonstrate the involvement of teens, parents, consumers and the community in the planning, monitoring and program decision-making processes of the proposed program. Describe your agency's experience in program planning and commitment to support abstinence education under this program announcement.

Program Budget and Justification

The proposer must include an itemized budget of expenditures for the services and activities identified in the proposal. Provide a written budget justification (narrative) which adequately explains each line item of expenditure identified in the budget. **All in-kind donations identified in the budget match must be utilized for abstinence education activities.**

The budget justification should be detailed. Reviewers may not be familiar with the applicant's program, funding structure, and funding sources. Applicants should provide a clear explanation of the proposed budget and its explicit association with the activities described in the program plan. The budget justification will show how the amount and type of item requested was determined. Each position (including contractual staff) should be justified and relevant to program activities. Similar justification should be provided for travel items, equipment, contractual services, supplies, and other categories. Proposals submitted without a budget and justification will not be considered for funding.

Budget Format

Key personnel are described as staff who are involved in the program (including in-kind and contractual positions). Staff must be identified by name in the budget and justification.

Abstinence Education
Program Budget
October 1, 2004 - September 30, 2005

	Federal	Match	Total	Source
Personnel	00.00	00.00	00.00	Grant/Local
Travel	00.00		00.00	Grant
Equipment	00.00		00.00	Grant

Supplies	00.00	00.00	00.00	Grant/Local
Total	00.00	00.00	00.00	

**Federal + Match = Total Operating Budget x 44% = Required match needed for federal amount requested.
(56%) (44%)**

Budget must be in the above format to be considered for review.

Key Personnel Form

This form provides a listing of all direct staff working in the abstinence education program during the contract period and the means by which the federal funds for the salaries were calculated. The total salary amount on the form must reflect the same salary in the program budget and justification.

If a position is new or vacant, insert “vacant” above the position title. If part of a position salary is to be covered by other funds, indicate that in this column.

Annual Salary - insert next to each position title the full time salary equivalent for that position.

No. of Months Budgeted - indicate the number of months which the position will be funded during the contract period.

% Time - insert the percentage of time the person will work on this program (e.g., 100%, 50%, etc.)

Fringe Benefit Rate - indicate the rate which will be applied to the positions.

Key Personnel Form

Name and Position Title	Annual Salary	# of Months	% Time on Project	Amt. Requested
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Fringe Benefit Rate _____%			Total	\$

Note: This form should be placed behind the project budget.

Appendix

Appendices must include all supporting documentation, such as:

1. Detailed information on the proposed curriculum(s) for the abstinence education program.
2. Resumes of key personnel hired for this program. Resumes should include: employment title, current position within the proposer organization, experience and education, and other pertinent information.
3. A list of volunteers and their job responsibilities that relate to the proposed abstinence education program.
4. An organizational chart for the proposed abstinence education program.
5. The organizational chart of the parent organization, if applicable.
6. A timetable for the proposed program objectives and activities. Explain how each activity will be monitored and evaluated. (Timelines)
7. Letters of support from organizations or groups who will allow the program to be implemented in their facility. The letter should indicate the time and space allotted for the program to be implemented and maintained on a regular basis. Statements of agreement should also be attached to the letter of support from those persons within the organization who agree to donate time to the program.
8. Letters of support from individuals involved in the implementation of this abstinence education program. (i.e., school superintendents, principals, ministers, etc.)
9. Documentation of 501 (c)(3) status, if applicable.
10. Documentation of proposer's registration with Internal Revenue Service (IRS) (Federal Tax ID #).
11. A signed statement of assurance that federal funds will not be expended for sectarian instruction, worship, prayer or proselytization purposes.

Award and Notification

The Abstinence Education Program may accept or reject recommendations of the grant review committee during the review process. Grant awards will be based upon total scores by the grant

review committee and MAEP final approval. Consideration for additional points may be given to groups that submit a grant proposal targeting African American, American Indian, Asian, Vietnamese, and Hispanic communities. All proposers will be notified of the decision regarding their proposal.

Contract terms will be negotiated once the proposal, budget and budget justification have been approved by the MAEP.

All grant awards are subject to adjustments and contingent upon federal funding for the Mississippi Abstinence Education Program.

Reporting Requirements

Sub-grantees are required to submit the following reports:

Monthly Reports:

These reports should contain:

- Unduplicated counts of clients
- Total Encounters
- Original Participants Sign in Sheets

Quarterly Performance Reports:

These reports are due thirty days following the end of each quarter.

- January 30 (Oct., Nov., Dec. and pre test results)
- April 30 (Jan., Feb., March)
- July 30 (April, May, June)
- October 30 (July, Aug., Sept. and post test results)

Information provided in the quarterly reports will include:

- A summary of the project accomplishments during the quarter, including a discussion of any barriers.
- The number of participants served, unduplicated counts and total encounters at each training site by race/ethnicity/gender.
- The number of referrals made to other agencies on behalf of the targeted population served (children/ parents/guardians).
- The number of hours spent teaching abstinence education at each site.
- A discussion of how the legislative priorities and MAEP goals were addressed.

- A status report on the objectives that were met during the quarter.
- A discussion of the incentives the participants received for their participation and parental/community involvement activities during the quarter.

Annual Performance Report:

Each program funded under the Section 510 Title V Abstinence Education Project Grant Program is required to submit to the MSDH-Abstinence Education Program an annual progress report.

This report should include:

- A narrative discussion of the program progress toward achieving the program goals and objectives.
- Documented program data for each of the eight legislative priorities and MAEP goals.
- The status on how the program met the priority needs and addressed problems in targeted areas identified in the program plan.
- The process for consumer involvement and coordination of this program with other abstinence education programs within the state.
- The process implemented in gaining and maintaining parental involvement.
- A description of how the program addressed the following national and state performance measures. Data sources should be identified.

National Performance Measures

The rate of pregnancy to adolescents ages 10-19.

A reduction in the proportion of adolescents who have engaged in sexual intercourse.

The incidence of youth 10-19 years of age who have contracted selected STD (gonorrhea, syphilis, chlamydia).

The rate of births to females ages 10-19.

State Performance Measures

A comparison of the total number of middle school youth in public schools within the program's targeted areas to the number of those participating in an abstinence education program.

Abstinence education among diverse racial groups such as:

African Americans
American Indians
Asians
Hispanics
Vietnamese

- Pre & post test evaluations conducted to gather baseline data.
- An annual report of unduplicated and total encounters of youth 10-19, by race/ethnicity and gender.
- Population data on the targeted areas for the current year for the above age groups, by gender, race and ethnicity.
- The number of participants (unduplicated) and location of the communities in the projects targeted area with an abstinence education program, or areas that received abstinence education through this program.

Outcome Evaluation:

This section describes the processes used in collecting and analyzing data to determine if the program goals and objectives have been met. Program evaluation should include but not be limited to the following issues:

- Techniques used for tracking program objectives and measuring achievement of goals and objectives.
- The impact the program had on the teen pregnancy rate among the targeted population and community.
- A narrative discussion of how parental involvement was increased or maintained.
- The number of participants enrolled during this fiscal year in the abstinence education program as compared to the anticipated number targeted in the program grant proposal. **(Unduplicated count only)**. Discuss whether the program met or exceeded the number of participants identified in the grant proposal? If not, why?

- The number of referrals made to other agencies/organizations (i.e., DHS, MSDH, Dept. of Education) on behalf of the targeted teens and parents as it relates to health and/or educational issues.
- Collaboration with other programs/resources to provide services for the targeted teens and parents.
- A narrative of best practices or interventions that had the greatest impact (what worked/what didn't) on the program.
- An analysis of data to determine if program objectives were achieved.

Note:

Final reimbursements will not be processed until all the required quarterly reports, the annual report and the outcome evaluation have been received.

Other Program Requirements

- Conduct pre & post test evaluations at the beginning and end of the fiscal year.
- Inkind/match documentation and supportive invoices/receipts for expenditures must be submitted with all reimbursement requests.

MAEP will provide photocopies/ disk copies of all required reimbursement forms to be used in the administration and operation of the program. (Note: It is recommended that each project secure an e-mail address.)

- The sub-grantee's administrators, coordinators, educators and financial manager are required to meet twice annually with the MAEP staff.

MSDH Responsibilities

- Provide program oversight and monitoring in compliance with state and federal requirements.
- Develop, maintain and revise programmatic monitoring tools.
- Conduct regularly scheduled program site visits and provide a written program evaluation report within two weeks of each site visit.
- Provide ongoing technical assistance to ensure optimal compliance of program

implementation.

- Provide the pre & post test instrument to be used by the abstinence education programs.
- Process payment requests in a timely manner, once all required documentation has been provided.
- Intervene in any sub-grantee operation for cause as determined by MSDH.